

Locating Library Books with the OPAC

Grade 3 – Lesson Plan

Content Objective:

- A. What are the steps for finding an Easy Fiction or Fiction book using a keyword (or subject) search on the Online Public Access Catalog?

Process Objectives:

1. Task definition
 - 1.1 What is the task?
 - 1.2 What types of information do I need?
2. Information seeking strategies
 - 2.1 What are possible sources?
 - 2.2 Which are best?
3. Location & access
 - 3.1 Where is each source?

Idaho Achievement Standards:

- 698.04.a** Use appropriate strategies when reading for the following purposes:
...Locating information;...
- 702.01.a** Identify traditional and non-print media as sources of information.

Materials: projection equipment hooked up to a computer with OPAC on the projection screen; OR overhead projector & prepare 6-8 overhead films of enlarged catalog entries printed from the OPAC; signage near OPACs reading *OPAC Online Public Access Catalog*; on marker board—

Catalog screen has:

- in or out
- title
- author
- note about the plot
- call number

Note: Seat students for use of the projection equipment hooked to the computer OR the overhead projector with a computer screen within students' sight.

Lesson Introduction:

- Share objective/focus question.

Development:

- Introduction on OPAC use:
 - Multiple lessons ahead so all students have a hands-on experience at locating a book on a topic on the OPAC and finding the book on the shelf.
 - Explain that today: Instructor models with help from the whole class. Next lessons: Instructor will support students.
- OPAC review:
 - What is the OPAC used for? (to find any book in the library)
 - Point out what the acronym OPAC means using signage.
- Using the OPAC to find a book:
 - Use the computer and projection equipment for modeling a search for “kittens.”
 - Use direct instruction and the think-aloud strategy.
 - “Here are my button choices. I use a keyword (or subject) search to find a book on the topic that I want.
 - I need to spell correctly.
 - If I want a book on kittens, I type in kittens and click on the button.
 - Read the titles aloud. Since we are finding either Easy Fiction or Fiction books today, I need to look for books with a call number starting with E or FIC...”
 - Continue with how to find/read the summary note to help decide when selecting a book. Availability. Author. Call number.
 - Write the call number and part of the title on scratch paper. Find the book on the shelf.
- Do as many searches as time allows as a whole class.

Week 2+

- Guided practice:
 - Tape search questions on each student workstation, such as “Find a fiction book about ghosts.”
 - Individuals do the OPAC search and find the book on the shelf in Fiction or Easy Fiction. The instructor or a strong student gives support whenever needed.
 - Remaining students browse for books or sit at tables and read silently.

Closure:

- After the last lesson in this unit, have the students stand, raise their right hands, and recite after their fearless library instructor, “Before I ask for help / to find a book / I will use the OPAC.” ☺